



Solicitation Information
July 8, 2016

RFP# 7550708

TITLE: Medical Laboratory Testing, Rhode Island Department of Corrections

SUBMISSION DEADLINE: August 8, 2016 at 2:00 PM (ET)

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Thursday, July 21, 2016 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

GAIL WALSH
CHIEF BUYER
Division of Purchases
RI Department of Administration

Contractor must register on line at the State Purchasing Website at www.purchasing.ri.gov

NOTE TO CONTRACTOR:

Offers received without the entire completed three-page R.I.V.I.P. Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1 -- INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections, is soliciting proposals from qualified firms to provide Medical Laboratory testing for inmates, in accordance with the terms of this Request for Proposals (RFP) and the State's General Conditions of Purchase (available at: www.purchasing.ri.gov).

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential respondents are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the respondent. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.
7. It is intended that an award pursuant to this RFP will be made to a prime contractor who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the contractor's proposal and the subcontractor(s) to be used is identified in the proposal.

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8. All proposals should include the contractor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division of Purchases' website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Bidders are advised that all materials submitted to the State for consideration in response to this Request for Proposal will be considered to be Public Records, as defined in Title 38, Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP. It is the responsibility of all potential offerors to monitor the website and be familiar with any changes issued as part of an addendum.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1
Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or Raymond.Lambert@doa.ri.gov.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful contractor(s).*
14. The respondent should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Compliance Officer at (401) 574-8670 or Dorinda.Keene@doa.ri.gov, or visit the website at www.mbe.ri.gov.
15. It is the responsibility of the contractor to ensure that all subcontractors meet all Federal and State laws and regulations including Health Insurance Portability & Accountability Act (HIPAA) requirements and that the appropriate business agreements are in place.

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16. Per the Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Part 200, Subpart D, §200.331 relating to the new risk assessment process, the successful offeror will be required to submit to the Rhode Island Department of Corrections, if applicable as determined by the Rhode Island Department of Corrections, any material weakness findings against the contractor and/or subcontractor(s) with an approved corrective action plan(s), in order for a submission to be considered. An updated/current status report on the corrective action plan(s) must also accompany the submittal.
17. The successful offeror may be required to certify to the Rhode Island Department of Corrections that it is in compliance with applicable civil rights laws and regulations. These laws and regulations relate to issues concerning Equal Employment Opportunity (EEO), Limited English Proficiency (LEP), and other anti-discrimination laws. The successful offeror may also be required to prepare an Equal Employment Opportunity Plan. A certification of assurances form will be provided to you upon notification of tentative award. Further information regarding these assurances can be found by visiting the U.S. Department of Justice, Office of Justice Programs, Civil Rights website at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>

SECTION 2 -- BACKGROUND AND PURPOSE

BACKGROUND:

The Rhode Island Department of Corrections is responsible for providing medical care to all inmates housed at the Rhode Island Department of Corrections. All six institutions are located on the campus of the John O Pastore Complex in Cranston, Rhode Island. Comprehensive medical care includes the testing of specimens of its patients/inmates. The average inmate population for calendar year 2015 was approximately 3,200 inmates (Addendum 1).

In the past, the vast majority of all laboratory testing of inmate specimens was conducted by the State laboratory unit at the Eleanor Slater Hospital. The Rhode Island Department of Corrections is now seeking a laboratory service to be responsible for providing laboratory testing for approximately 8400 specimens per year resulting in approximately 18,000 tests.

Specific Requirements:

A summary of volume by test type for prior Fiscal Year 2015 is appended to this solicitation (Addendum 2). The Rhode Island Department of Corrections wishes to outsource the entire activity in the future which would include specialized testing as well as reference laboratory testing. This would be an annual contract renewable for up to 4 additional years.

Based on prior experience it is anticipated that the selected contractor would perform approximately 18,000 tests on approximately 8400 specimens per year however these figures are for planning purposes only. There is no implied guaranteed minimum or maximum.

- The selected contractor will be responsible for pairing all specimens to be tested and if the necessity arises to send tests out to other laboratories. It is the sole responsibility of the selected contractor to assume all related costs for these specialty tests and to pass charges on to the Rhode Island Department of Corrections on a monthly basis.
- The selected contractor will submit a complete Laboratory Compendium to the Rhode Island Department of Corrections as part of the RFP response.
- The selected contractor will be reimbursed by the State of Rhode Island at the Medicaid rate for all tests performed by their laboratory. Billing for these services will be electronically through the States MMIS System and the contractor will be paid directly by Rhode Island Department of Corrections funds for tests performed. Any reference or special laboratory testing will be billed through the MMIS system, claims not approved by the MMIS system will be billed by the contractor to the Rhode Island Department of Corrections for reimbursement.

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- The selected contractor will be responsible for arranging pick-up of specimens Monday through Saturday (if necessary) from each Rhode Island Department of Corrections Facility located on the John O Pastore Complex in Cranston, Rhode Island. The Facilities include: Intake Service Center, High Security Center, Maximum Security Center, Moran Medium Security Center, Minimum Security Center, and the Women's Division.
- The selected contractor will be responsible for providing a locked medication storage unit which will be placed in the public areas of each facility so that the contractor will have access to these boxes without having to go through a security check point.
- The selected contractor will provide a 24 hour turn-around time on any routine laboratory test. The results will be returned to the Rhode Island Department of Corrections either by fax or electronically through the Rhode Island Department of Corrections Electronic Medical Record (NextGen or subsequent like product).
- The selected contractor will be responsible for any costs associated with connecting electronically to the Rhode Island Department of Corrections Electronic Medical Record. The Rhode Island Department of Corrections currently uses the NextGen Product.
- Any STAT bloodwork ordered by the Rhode Island Department of Corrections will be picked up immediately and all tests run immediately. Results of these tests will be called in to the sending Facility as well as faxed or electronically transmitted immediately.
- All laboratory tests that present abnormal result will require that the contractor will immediately notify the sending Facility by telephone and follow-up with a copy of the results faxed or sent electronically to the inmate medical record
- All routine laboratory testing results need to be followed up with a fax or electronic notification to the Rhode Island Department of Corrections Medical Record.
- Immediate telephone notification to a Facility is required for all STAT laboratory tests ordered STAT results also need to be followed up with a fax or electronic notification to the Rhode Island Department of Corrections Electronic Medical Record.

Additional Requirements:

- The selected contractor will be responsible for adhering to all State and Federal confidentiality requirements as well as all HIPAA rules and regulations.
- The selected contractor will bill the Rhode Island Department of Corrections on a monthly basis for all testing performed during the previous billing cycle which will include detailed account of numbers of various tests performed as well as cost associated with each category of tests. This bill will be submitted through the State MMIS System and the contractor will be paid the current Medicaid rate for all services provided.
- The contractor will also accumulate volume and billing information for presentation on a quarterly and annual report.

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Minimum Qualifications of Contractor:

- The selected contractor will be fully licensed by the State of Rhode Island and all staff members/employees employed by the contractor will also maintain all necessary active licenses, registrations, or certifications as required by the State of Rhode Island.
- The selected contractor will meet or exceed any and all accreditations either by National Laboratory Organizations or the Joint Commission on Health Care Organization.
- The selected contractor must have extensive capability of providing laboratory testing on approximately 25,000 inmate blood specimens per year or clear evidence that an expansion of capacity to this level if required can be met and realized in a timely fashion.

Add Alternative:

- The selected contractor if they so choose, can include the hourly cost of providing phlebotomy services to the Rhode Island Department of Corrections Monday through Saturday depending on volume of tests that are being offered. The Phlebotomist will be responsible for drawing bloodwork between the hours of 7 am through 10 am Monday through Saturday again depending on the volume of tests that require collection.
- The selected contractor if interested in providing this add alternative will supply in the Cost Proposal an hourly rate for these types of phlebotomy services. It is expected if phlebotomy services are contracted to this contractor then the necessity for a courier to pick up blood samples on a daily basis will not be necessary (to the extent that it would be if a phlebotomist is not provided).

SECTION 3 -- SCOPE OF WORK

REQUIREMENTS:

General Scope of Work: The selected contractor will be able to demonstrate their ability to provide laboratory blood testing on several thousand inmate blood draws a year with necessary reference or back-up of laboratory services available.

Specific Activities / Tasks:

- The selected contractor will be responsible on a daily basis for picking up laboratory tests at all Rhode Island Department of Corrections Facilities and to transport them to their laboratories for appropriate testing and reporting.
- The selected contractor will be responsible for reporting test results within 24 hours by either faxing the results to the appropriate Facility or by electronically submitting the results to the Rhode Island Department of Corrections Electronic Medical Record (NextGen or subsequent like product).
- The selected contractor will be responsible for responding to STAT bloodwork within a 4 hour window. To perform said bloodwork and to respond by telephone and followed up by fax of the requesting Facility or transmission electronically to the Electronic Medical Record Medical Record of the requesting Facility immediately.

RIDOC Responsibilities: The Rhode Island Department of Corrections will be responsible for providing supervision of inmates while the selected contractor's employees are within the Facilities to draw necessary bloodwork and to provide services. The Rhode Island Department of Corrections will also generate a daily basis a list of inmates who need testing and furnish it to the selected contractor 24 hours in advance.

Contractor Responsibilities: The selected contractor will be responsible for providing all staff and associated clerical work, supplies and equipment necessary and courier service relative to the pick-up and delivery of specimens and testing to be performed.

Security Requirement: Employees of contractor who must gain entrance into correctional facilities are subject to police record checks; the Rhode Island Department of Corrections retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc. and needle/instrument counts.

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SECTION 4 -- TECHNICAL PROPOSAL

Narrative & format:

1. **Staff Qualifications** – Provide staff resumes / core values and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of laboratory testing.
2. **Capability, Capacity, and Qualifications of the Offeror** – Provide a detailed description of the Contractor's experience. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
3. **Work Plan** – Describe in detail, the framework within which requested services will be performed.
4. **Approach/Methodology** – Define the methodology and procedures to be used.

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SECTION 5 -- COST PROPOSAL

Detailed Budget and Budget Narrative: The Rhode Island Department of Corrections will reimburse the selected contractor the Medicaid rate for all laboratory tests performed by the contractor. The Rhode Island Department of Corrections will also reimburse the contractor for all specialty or reference laboratory work done on a monthly basis once the selected contractor has reimbursed the laboratories as required by this contract. The selected contractor will award this contract based on a percentage over and above the Medicaid rate which will be bid on by each contractor and would be included in their cost proposal.

An add alternative is available to any selected contractor that are interested in providing phlebotomy services to the Rhode Island Department of Corrections in addition to standard laboratory testing must provide an all-inclusive hourly rate for phlebotomy services which will include transport to the Facilities, entrance into the Facilities, supplies and equipment necessary to draw blood within the Facilities, and the transport of the blood back to the laboratories. It is understood that if phlebotomy services are bid on and the Rhode Island Department of Corrections chooses to add this alternative than the cost associated with the courier services for non-phlebotomy services will be reduced in the RFP.

COST PROPOSAL SUMMARY

Offeror:	
Address:	
Taxpayer ID#	
Authorized Agent	
Title	
Telephone & Fax #	
E-mail	

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Cost Proposal:

Please specify in detail:				
Plus or Minus % rate in addition to cost of each test to cover administrative overhead and other associated cost.				
Year 1	Option 1	Option 2	Option 3	Option 4

Add Alternative:

Please specify in detail:				
All-inclusive cost per hour of Phlebotomy services.				
Year 1	Option 1	Option 2	Option 3	Option 4

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SECTION 6 -- EVALUATION AND SELECTION

Proposals will be reviewed and scored by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or more will be evaluated for cost and assigned up to a maximum of 30 points in that category, bringing the potential maximum score to 100 points.

The Rhode Island Department of Corrections reserves the exclusive right to select the individual(s) or firm (contractor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications (Provide staff resumes / core values and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field).	15 Points
Capability, Capacity, and Qualifications of the Offeror (Provide a detailed description of the Contractor's experience. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided).	25 Points
Quality of the Work plan (Describe in detail, the framework within which requested services will be performed).	15 Points
Suitability of Approach/Methodology (Define the methodology and procedures to be used).	15 Points
Total Possible Technical Points	70 Points
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
Total Possible Points	100 Points

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

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Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

SECTION 7 -- PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7550708** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses **{an original (1) plus four (4) copies}** should be mailed or hand-delivered in a sealed envelope marked “**RFP#7550708 Medical Laboratory Testing**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the previously referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed three-page R.I.V.I.P generated **bidder certification** cover sheet -- downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov
2. A completed and signed **W-9** downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov

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3. A ***letter of transmittal*** signed by the owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State.
4. A **separate *Technical Proposal*** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff who will provide services covered by this request.
5. A **separate, signed and sealed *Cost Proposal*** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
6. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in ***electronic format (CDRom, diskette, or flash drive)***. Microsoft Word / Excel or PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

SECTION 8 - CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions Purchases / General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>